

# Maintenance Worker I



**Job Code:** 4011  
**Grade:** 118  
**Reports to:** Division Supervisor  
**Salary Range:** \$30,021 - \$45,250  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs responsible unskilled and semiskilled manual work in a variety of construction, repair, and maintenance assignments; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification may use hand tools, power tools, and maintenance equipment, and may be called back to work for emergency situations or repair work at any time. Work is performed under immediate supervision.

## **ESSENTIAL FUNCTIONS**

Assisting with maintenance and repair work; picking up trash; cleaning ditches; raking leaves; patching holes; mowing and trimming grass.

## **EXAMPLES OF WORK**

- Loads and unloads gravel, dirt, chemicals, and other materials, tools, and equipment.
- Mows grass, trims trees, rakes leaves; picks up trash, leaves, and grass for recycling.
- Operates a variety of mowers and equipment in grass cutting and trimming operation.
- Picks up paper and debris on public property and streets.
- Places and removes traffic barricades and cones.
- Installs and removes street signs.
- Assists with the installation and removal of festive lights, decorations, and flags.
- Assists with parks and grounds preparation and maintenance.
- Acts as flagger at construction sites.
- Performs various street maintenance duties such as cleaning gutters and patching holes.
- Plants, trims, sprays, edges, mulches, waters, and prunes trees and shrubs.
- Assists with snow and ice control.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to understand and follow specific oral instructions; ability to perform heavy manual labor for extended periods, often under unfavorable weather conditions; ability to establish and maintain effective working relationships with associates.

## **MINIMUM EDUCATION AND EXPERIENCE**

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by six (6) months of experience in related manual work; or any equivalent combination of education, training, and experience.

## **WORK CONDITIONS**

- Heavy work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.

- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines or equipment, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

**SPECIAL REQUIREMENTS**

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.